

Topics Submitted to the DTR Through the
Employees Advisory Committee

1. Would you comment on what the Word Processing Center means to OTR? What are its objectives? How will it affect our non-professional personnel? And, how can OTR relate this system to career development?
2. How does OTR expect to keep its present competent instructors or attract highly qualified volunteer rotatees or direct hirees in light of the second-rate status accorded instructors by OTR management? (SIC) Would you please comment on the role of the OTR instructor and his future in OTR?
3. What consideration has been given to the assignment of OTR Careerists to the senior training officer positions in the Agency, as well as, the Division or Office training officer positions on a rotational basis? Can some of our clericals be included in training assistant jobs in other components?
4. Could the DTR explain just what the Curriculum Committee does? For what are they responsible? What does their agenda cover? Is the Committee interested in knowing what the instructors' views are regarding courses? What about feedback to instructors on the results of Curriculum Committee deliberations?

5. What is the Letter of Instruction (LOI), and how does it work? If the LOIs are to mean anything, could there not be some "rule of thumb" or guidance to follow in writing them? To what degree does the employee have a chance to comment or help write the LOI?

6. During his "State of the DDM&S" address, Mr. Brownman urged that more DDM&S officers be given overseas assignments. What kind of assignments might be available to OTR personnel?

7. Can you comment on how the DDM&S and OTR plan to respond to the new personnel planning and management guidelines announced by the Director?

8. Could you give your opinion on how the DD/M&S views the Office of Training, and what he feels our top priorities should be?

9. Can you comment on what other offices of the Agency feel about training? Are we getting top candidates for training courses? What suggestions do you have for insuring selection of good caliber students?

10. Please comment on the testing and evaluation of students that is currently receiving much attention. What is the difference? How far will this go?

11. How will the June 1974 reduction-in-force affect OTR? Will anyone be asked to leave? Does it look bad for future years?

Administrative - Internal Use Only

12. Please comment on the terms "training profile" and "career development." Has OTR taken any steps to comply with the directives set forth on these policies?

13. Has the DTR given any consideration to the ranking of OTR employees in their fields? For instance, an employee could be ranked in several categories, i.e., management, supervisory experience, substance, etc. If this is done, can an employee know how he ranks? Can the Career Development Officer inform an employee where he stands relative to his peers in OTR and be told of any need for improvement, opportunities for advancement, and what steps (training, experience, etc.) are necessary for further advancement?

Administrative - Internal Use Only